



DEPARTMENT OF THE NAVY NON-APPROPRIATED FUNDS
FLEET & FAMILY READINESS PROGRAM

VACANCY ANNOUNCEMENT

ANNOUNCEMENT # JB-04910

POSITION :FOOD SERVICE WORKER NA-7408-02

LOCATION: THE CLUB

SALARY: \$11.25

LOCATION: JB ANACOSTIA-BOLLING

OPEN: 11 AUG 2010

CLOSE: OPEN CONTINUOUS

AREA OF CONSIDERATION: ALL SOURCES

☐ Regular Full-Time (35-40 Hours Per Week)

☐ Regular Part-Time

(20-34 Hours Per Week)

☒ Flexible Schedule (0-40 Hours Per Week)

Submit required forms OF-612 AND OF-306 (forms available for download on <https://www.cnic.navy.mil/ndw/Jobs/index.htm>)

To: Fleet and Family Readiness Program, ATTN: Human Resource Office, 12 Brookley Ave. Ste. 108, Washington, DC 20032.

A résumé may be included with the required forms, but not instead of the OF-612 and OF-306. Please Direct Inquiries to:

(202)767-5206

DUTIES AND RESPONSIBILITIES:

Summary of Duties: Performs tasks with several steps or sequence of tasks such as: sets up food service counters, steam tables, dining room tables, and side service stands with hot and cold food, including meats, vegetables, salads, desserts, bread, butter, and beverages. Serves food cafeteria-style to diners. Serves tables family-style by placing dishes of food on tables and refilling as necessary. Makes coffee in large urns according to the number of servings desired, with responsibility for timing and brewing. Makes a variety of fruit and vegetable salads such as fresh fruit, tossed green, tomato and lettuce, and lettuce wedges. Serves food in standard portions by placing uniform amounts in small dishes or glasses in prescribed quantities. Makes simple sandwiches. Packs box lunches. Maintains water and detergent levels in dishwasher; removes strainer pans, inspection doors, etc., for proper cleaning of dishwasher, inside and out; removes calcium deposits as required; and restores room to orderliness.

May unload food from delivery trucks and move heavy garbage cans. May operate cash register and be responsible for own change fund.

Performs other related duties as required.

QUALIFICATIONS:

Skills and Knowledge: Skill to perform tasks with several steps and use judgment in the performance of sequential tasks. Concentration is required to serve uniform individual portions and to avoid distractions, such as when several people ask for different items at the same time. Simple arithmetic and the ability to read instructions is required. Working knowledge of common sanitation procedures to prevent contamination.

Responsibility: Work is scheduled knowing what steps or sequences of steps are needed to complete the work. Follow specific oral or written instructions when changes or new assignments are made, but use some judgment in deciding that the standards of sanitation, attractiveness, timeliness, safety, and service are met (i.e., serving and individual portioning). The supervisor periodically checks to see that work is done on time and according to instructions.

Physical Effort: Work involves light to moderate physical effort such as frequently lifting or moving objects weighing up to 30 pounds, constantly standing and walking, and occasionally lifting up to 45 pounds.

Working Conditions: Work areas are often uncomfortably warm and noisy. Workers are exposed to minor cuts, bruises, burns, and scalds. There is danger of slipping on wet floors. Some workers are exposed to extreme temperatures of hot kitchens and walk-in refrigerators.

Note: All applicants must address the qualification requirements on your resume/application. If all required qualifications are not sited on your resume/application you will be disqualified.

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc.

As a condition of employment, the selected individual will be required to participate in the Direct Deposit/Electronic Fund Transfer program.

Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified referred and are within reach of selection. Please clearly identify in your application that you are asking for spouse preference and submit a copy of current PCS orders. **Failure to submit current PCS orders with application will prevent spousal preference from being granted.**

The Department of Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact our Human Resource Office to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case by case basis.